



Memorandum

TO: City Council

SUBJECT: APPOINTMENT OF ACTING
CITY MANAGER DURING
JULY

FROM: Mayor Chuck Reed

DATE: June 11, 2007

APPROVED:

Chuck Reed

DATE:

6/14/07

RECOMMENDATION

- (a) Appointment of Chief Deputy City Manager Kay Winer as Acting City Manager beginning July 8 through July 13, 2007.
- (b) Appointment of Deputy City Manager Ed Shikada as Acting City Manager beginning July 14 through July 22, 2007.

BACKGROUND

City Manager Les White will retire on July 7, 2007, which will result in a two-week absence of a City Manager. Debra Figone will assume City Manager responsibilities on July 23, 2007. The proposed recommendation provides for continuous City Manager oversight during this transition.